



**REQUEST FOR PROPOSAL (“RFP”)
PROVISION OF CONSULTANCY AND TRAINING SERVICES FOR STANDARDS
CONSULTANCY PROGRAMME
REFERENCE NO.: RFP 21 07 00**

1st July 2021

DARUSSALAM ENTERPRISE (DARe)

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This RFP document is for the sole use of the Proposers and is not to be copied or distributed without the approval of DARe.

Important Notice

Darussalam Enterprise hereby invites interested parties to submit a Proposal for the 'Provision of Consultancy and Training Services for Standards Consultancy Programme'.

DARe reserves the right to consider the Proposal, to exclude the Proposal from being evaluated further or to ask any Proposer to submit a Proposal that complies with the requirements set out in Sections 3, 4, 5, 6 and 7 of this document.

While it is not intended that clarification shall be required before the short-listing of Proposals, it is possible that aspects of certain Proposals may require clarification. Therefore, DARe reserves the right at any time during the assessment process and in its absolute discretion, to make written requests to any Proposer for the purpose of seeking clarification as to any aspect of their respective Proposal.

Proposers should not view any requests for further clarification or their submission, presentation or participation in any interactive discussion process as evidence of any their Proposal being viewed favourably or otherwise.

This RFP does not constitute any offer to sell or any solicitation to sell the project by any person whosoever or on behalf of DARe or any of its directors, managers, officers, employees, advisors, consultants, agents or representatives.. Persons or entities into whose possession this RFP may come are required to inform themselves about and to observe and abide such restrictions.

This RFP and any information that is subsequently provided by or on behalf of DARe has been prepared to give potential Proposers background information on the project. This RFP does not purport to comprehensively describe the scope of the project or to contain all the information that interested parties and their advisors may desire in relation to whether or not to submit a Proposal. Proposers must form their own views as to what information is relevant and they must also rely on their own investigations to satisfy themselves in relation to all aspects of the project.

This RFP is not intended to form the sole basis of any business decision and should not be considered as a recommendation by DARe to participate in the opportunity. Any interested party should make its own independent assessment after making investigations as it deems necessary in order to determine its interest. Where applicable, the interested party should obtain its own independent legal advice.

The information provided in this RFP reflects the prevailing conditions as of the date written which are subject to change without notice. In preparing this information, DARe relied upon the accuracy and completeness of information available from public sources or other materials that were obtained and reviewed by DARe. DARe does not warrant the reliability, accuracy and/or completeness of any and all information or data made available to Proposers in relation to this RFP.

DARe, its directors, managers, officers, employees, consultants, agents or representatives ("DARe parties") make no representation or warranty, express or implied, as to the reliability, accuracy or completeness of the information contained in this RFP or any information that may be provided in association with it and accept no responsibility for any loss arising from the use of such information or its contents.

DARe parties accept no responsibility or liability including for any claims of negligence, whether arising from or in relation to this RFP or for any reliance placed on or in relation to the contents of this RFP or for any representations (whether expressed or implied) or information contained in or any omissions from this RFP, or any written or verbal communication with any recipient in the course of evaluation of the project. Each Proposer releases DARe parties from any such responsibility or liability.

Proposer should read the General Terms and Conditions in Section 6 of this RFP prior to Proposer submitting any Proposals.

1. EXECUTIVE SUMMARY

Darussalam Enterprise (**"DARe"**) is seeking proposals from interest parties (**"Proposer"**) for the 'Provision of Consultancy and Training Services for Standards Consultancy Programme' (**"Proposal"**).

1.1 Purpose

The purpose of this RFP is to:

- Provide a background to this business opportunity;
- Specify the requirements for the preparation and submission of Proposals;
- Outline how Proposals may be evaluated; and
- Specify the procedures and expected timing for this Proposal process.

2. BACKGROUND

2.1 Darussalam Enterprise (DARe)

Darussalam Enterprise (DARe) is a statutory body established by the Darussalam Enterprise Order, 2016. Its mission is to nurture and support local enterprises from start-up to growth. DARe works closely with government and non-government agencies locally and abroad to foster the growth of business enterprises and increase Gross Domestic Product (**"GDP"**) contribution. Through DARe, a common and unified approach is taken to direct, support and encourage the growth of local enterprises under a single body represented and driven by the private sector.

For more information on DARe, please visit www.dare.gov.bn.

3. PROJECT OVERVIEW (SCOPE OF WORK)

DARe is seeking Proposals from suitably qualified Proposers for this Project. In developing the Proposal, the Proposer should consider the objectives and key requirements prescribed below in the provision of, 'Consultancy and Training Services for Standards Consultancy Programme':

DARe offers an assistance programme for local companies called the Standards Consultancy Programme (**"Programme"**), an initiative wherein its participating companies will receive subsidized consultation and training from a DARe-appointed third-party consultant (**"Consultant"**) to achieve certification for international standards (**"Standards"**). The main objective of this Programme is to enable and encourage Bruneian companies to pursue international certification and gain the benefits of standards compliance.

The Programme is being run in batches, for which DARe would open up applications for companies, who would then undergo a selection process prior to participating in this Programme and working with the Consultant towards certification. Within each batch, the Consultant will provide consultancy and training on a bulk basis for at least three (3) client/participant companies (**"Participant Companies"**). Further info on this Programme can be found at <https://www.dare.gov.bn/scp>.

For this Project, the general scope of work for the Consultant will include:

- Bulk consultancy and training services for at least three (3) Participant Companies per Standard towards any or each of the following certifications:
 - ISO 9001
 - ISO 45001
 - ISO 14001

- ISO 22000
- GMP
- HACCP
- Conducting pre-assessment, including interview and/or site visits, to assess applicant companies' suitability and readiness for the Programme.

The Project is targeted to commence in September 2021.

4. PROPOSER SELECTION PROCESS

4.1 Introduction

This section of the RFP outlines the:

- RFP assessment process; and
- Selection criteria for selecting a Preferred Proposer(s).

4.2 Process Overview

- Issuance of RFP;
- Lodgement of Proposals by Proposer;
- Proposer may be asked to provide further information clarifying any aspects of their Proposal;
- Proposer shall be invited to perform due diligence during formulation of and prior to submission of Proposals;
- Evaluation of Proposals using the Selection Criteria outlined in this RFP;
- Selection of Preferred Proposers;
- Proposer shall be required to enter into all necessary contract documents for the implementation and development of the Proposal.

(Table 1 – Proposed Timeline)

Event	Indicative Date*
Issuance of RFP	1 July 2021
Deadline for submission of RFP	22 July 2021
Selection of Preferred Proposers	16 August 2021
Commencement of Project	September 2021

*The timeline shown in Table 1 is subject to change without notice.

4.3 Selection Criteria for Proposals

This section outlines criteria that should be addressed by all Proposers. DARE shall use this as the primary information to select Preferred Proposer.

Accordingly, the critical selection criteria will include (but is not limited to) the following:

4.3.1. Details of Company Background, Operational Expertise and Experience

Proposers will be required to provide detailed information of its company profile, organisation structure and business background, and demonstrate their years of experience and expertise in providing relevant consultancy and training towards

international certification. This includes providing valid certificate of business registration or license, relevant track records, the list of clients certified in the past 3 years (minimum), any success story and testimonial from previous clients for the past 3 years (minimum) and any experience in providing similar services to other organisations and/or undertaking similar assignments in Brunei Darussalam.

4.3.2. Details of the Consultants and their Expected Role

Proposers will be required to provide a comprehensive Curriculum Vitae (CV) for each of the consultants, programme directors and/or facilitators identified for this Project, including their expected contribution and role for the scope of this Project, and which of the required Standard they are being appointed for. Proposed Project team should be professionally qualified with team lead possessing a minimum 10 years of working experience.

4.3.3. Details of Scope of Work for 'Provision of Consultancy and Training Services for Standards Consultancy Programme'.

Proposers will be required to provide a detailed and well thought-out plan of the consultancy and training services. This includes the activities and approach for the consultancy and training towards successful audit and certification with the following considerations/indications:

- At least one full day each of:
 - Awareness Training
 - Internal Auditor Training
- Estimated number of man-days to be spent for each Participant Company on:
 - On-site activities
 - Off-site or online activities
- The maximum number of Participant Companies the Consultant can work with concurrently.
- An average timeline of nine (9) to twelve (12) months to achieve certification, depending on the Standard.

4.3.4. Details of Value-added Services or Initiatives

Proposers will be required to provide detailed information of any service and/or activities that are of value-add in relation to the consultation and training and any after-care assistance provided to the Participant Companies or DARE.

4.3.5. Details of Cost Breakdown and Other Related Costings

Proposers will be required to provide the unit fee in BND for the consultation and training, which should include any travel, quarantine, accommodation, transportation, value-added services and other related costings. This unit fee should consider the following:

- A minimum of three (3) Participant Companies to consult and train concurrently per Standard.
- Two (2) fee categories: fee for SMEs (between 5-100 employees) and fee for large companies (over 100 employees).
- Unit fee (i.e. fee for each Participant Company in each fee category) in BND for any or each of the following Standards: ISO 9001, ISO 45001, ISO 14001, GMP,

HACCP, and ISO 22000, as well as integration/combinations of any of the listed Standards.

- Assisting DARE in conducting pre-assessment of applicant companies – including, providing a checklist for pre-assessment, reviewing application forms, and conducting online or in-person interview with and/or site visit to applicant companies.

The validity of the proposal should be for a minimum of two (2) years from the date of issue and may be used for consequent batches within the time period.

4.3.6. Details of Payment Term

Proposers will be required to provide a detailed terms of payment for the Project. This include the methods and period of when Proposers expect to receive the payment.

4.3.7. Details of Project Timeline

Proposers will be required to provide a detailed work schedule including milestones and project timeline.

5. PROPOSAL SUBMISSION REQUIREMENTS

5.1 Introduction

The purpose of this RFP is to facilitate the selection of a Preferred Proposer to 'Provision of Consultancy and Training Services for Standards Consultancy Programme'.

5.2 Mandatory Information

The following information, along with the Letter of Response (as set out in Appendix A) must be submitted as part of each Proposal by the Proposer on the Proposer's letterhead. Proposers are advised to adhere to the submission requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submissions of the Proposal.

Proposers are required to submit Proposals in accordance with the guidelines provided by this RFP document and all information as stated in 'Selection Criteria for Proposals' in Section 4.3.

5.2.1 Proposer Information

The Proposer shall minimally provide the following:

- The full name and nature of the entity, core business, business registration number, business number/incorporation number or other identification number (as applicable), place of registration/incorporation, registered office address, beneficial owners/shareholders and details of current directors (as applicable). Please also provide a copy of business registration/incorporation certificate.
- Details of the authorised representative for the Proposer who can make decisions for and on behalf of the Proposer and bind the Proposer, including in relation to amendments to the Proposal.
- A copy of the Proposer's bank statement header, for payment purposes upon being awarded this Project.

5.3 Proposal Submissions Checklist

(Table 2 - Proposal Submissions Checklist)

No.	Proposal Submissions	Response (Yes / No)
1	Letter of Response (Appendix A)	
2	Proposal Submission Requirements (Section 5)	
3	General Information	
4	Any other information that Proposer would like to include that can better establish and support its relevance to the Project	

5.4 Submission Format

Proposers shall submit Proposals electronically via e-mail to Quotation Secretary at rfp@dare.gov.bn no later than **3.00 pm** Brunei Darussalam time (GMT+8) on **22nd July 2021**.

Proposals must be clearly labelled as, "RFP 21 07 00 – PROVISION OF CONSULTANCY AND TRAINING SERVICES FOR STANDARDS CONSULTANCY PROGRAMME".

Proposers are instructed to provide their proposal in the following format:

- One (1) electronic copy submitted in PDF format via e-mail to rfp@dare.gov.bn.
- Electronic submissions shall be submitted in two separate files or folders; one marked **"technical submission"** and one marked **"commercial submission"**.

All electronic submissions via e-mail must be password-protected upon submission to RFP Secretary, in which RFP Secretary will only request the password from proposers at the close of submission deadline.

Proposals without password protection will be disqualified. (A step-by-step guide on how to protect PDF files via <https://smallpdf.com/protect-pdf> is available on Appendix B).

Upon submission, RFP secretary will confirm receipt of the proposal. Please also take note our email can only receive attachments **up to a maximum of 10MB**.

Lodgement via physical submission, i.e. hard copy, and proposals lodged after the deadline will not be considered unless DARe otherwise determines at its absolute discretion and without any obligation to do so that it is appropriate for a later Proposal to be considered.

DARe will assign a reference number for any RFP issued. This reference number should be quoted in any correspondence and during Proposal submission.

6. GENERAL TERMS AND CONDITIONS

This section of the RFP describes the General Terms and Conditions that apply to the RFP process which each Proposer accepts by the lodgement of a Proposal.

6.1 No Obligation

DARe has compiled this RFP for the guidance of interested Proposer. The provision of this information herein is not intended to, nor shall it constitute, any legal relationship between DARe and the recipient of such information, except to the extent that it contains acknowledgements by the Proposer (and such acknowledgements are to be binding on the Proposer).

6.2 Costs Borne by Proposer

In no event shall DARe be liable to Proposer for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs incurred in reliance on this RFP. Proposers shall not be entitled to repayment from DARe for any costs, expenses or fees related to this RFP.

6.3 No Warrants

DARe parties make no representation or warranty, express or implied, as to the reliability, accuracy or completeness of the information contained in this RFP or any information that may be provided in association with it and accept no responsibility for any loss arising from the use of such information or its contents.

DARe parties accept no responsibility or liability including for any claims for negligence, whether arising from, in connection with or in relation to this RFP or for any representations (whether expressed or implied) or information contained in or any omissions from this RFP, or any written or verbal communication with a recipient in the course of evaluation of the project. Each Proposer releases DARe parties from any such responsibility or liability.

This RFP and any information that is subsequently provided by or on behalf of DARe has been prepared to give interested Proposers background information on the project. This RFP does not purport to comprehensively describe the scope of the project or to contain all the information that interested parties and their advisors may desire in relation to whether or not to submit a Proposal. Proposer must form their own views as to what information is relevant and they must also rely on their own investigations to satisfy themselves in relation to all aspects of the Proposal.

6.4 Right to Alter or Terminate Process

DARe reserves the right, in its sole discretion, at any stage to:

- Terminate the RFP process for any reason;
- Terminate further participation in the process by any party;
- Amend the structure, content, procedures and timing of the process;
- Allow further parties to enter the process post the lodgement of the Proposal whether or not those parties have submitted a Proposal in accordance with this RFP; and
- Decide not to proceed with, or carry out itself, or have any other person carry out all or part of the project.

6.5 Variations to this RFP Document

DARe reserves the right to vary this RFP and all Proposer should ensure they are registered with and updated contact details are informed to DARe to receive information on additions or any additions or variations to this RFP. Proposer are to satisfy themselves that they have received, acknowledged and addressed all variations that have been issued up to the closing date of the lodgement of their Proposals. Updates or any additions or variations will be provided via e-mail from the RFP email, rfp@dare.gov.bn.

6.6 Confidentiality

All documents and information submitted by Proposer may be disclosed within DARe to its advisors, and to relevant Government departments, agencies and/or bodies on a need to know basis. Notwithstanding the above, the confidentiality of any information submitted by the Proposer, which is not available to the public, will be respected except where disclosure is required by law.

All Proposers will be required to maintain confidentiality with respect to their own submissions, and should not seek details of competing submissions. The names of those registered to receive RFP documents will not be made available to other parties.

6.7 Ownership of Proposals

All Proposals and accompanying and supporting documents submitted in response to this RFP will become the property of DARe on their lodgement. DARe reserves the right for it to copy, adapt or otherwise disclose to its officers, agents or advisors or to any other party from whom DARe may seek advice the materials contained in the documents lodged. Intellectual property that has been specifically identified by Proposer to be contained in the material submitted and has been demonstrated to the satisfaction of DARe to exist may remain the property of the Proposer.

6.8 Proposer to Fully Inform Themselves

Proposer shall make independent enquiry and satisfy themselves with respect to all the required information, inputs, conditions and circumstances and factors that may have any effect on their Proposal, including familiarity with all the relevant laws and regulations of Brunei Darussalam.

6.9 Integrity of Proposer

Every Proposer must:

- a) Comply with relevant laws and regulations and acceptable probity standards in preparing and lodging its Proposal;
- b) Without limiting paragraph (a) above:
 - i. not collude with and/or accept any commission from and/or offer any commission to, any other Proposer;
 - ii. not disclose any part of its Proposal to any other Proposers;
 - iii. not enter into any contract, arrangement or understanding with any other Proposer, whether in similar trade/industry/association or otherwise, to the effect so as to confer any benefit derived from this project on that Proposer or any other entities unconnected to the project;
 - iv. not offer incentives, gifts or other favours to any person who is in any way:
 - a) involved with; or
 - b) capable of providing technical or other advice to those who are involved in any way with; or
 - c) in a position to influence, the evaluation of Proposals (including without limitation any person closely related or associated with those persons or entities); and
 - v. not enter any improper or anti-competitive contract, arrangement or understanding with any other party in connection to this project.

7. ENQUIRIES, INFORMATION AND LODGEMENT OF PROPOSALS

This section of the RFP outlines the administrative arrangements for making enquiries and submitting a Proposal.

7.1 Enquiries

Proposer requiring any clarification of the RFP may e-mail their questions to rfp@dare.gov.bn with subject heading, "RFP 21 07 00 – Provision of Consultancy and Training Services for Standards Consultancy Programme". Copies of the DARe response will be forwarded to all Proposers.

7.2 Contract Duration

The contract duration for the 'Provision of Consultancy and Training Services for Standards Consultancy Programme' is two (2) years from date of contract signing and subject to the Proposer's key performance indicator.

7.3 Key Performance Indicator

The successful Proposer will be evaluated based on the following key performance indicators. Proposer shall submit progress report on the performance/delivery of selection criteria of Proposals as set in Section 4.3, and additional information which includes:

- Successful delivery of consultation and training towards international certification
- Participant Companies' response to the consultancy and training, including to what degree the Participant Companies react favourably to the overall service
- Issuance of certificates upon each training completion

7.5 Contact Details

Proposers are requested to provide a single point of contact for their Proposal (name of the business firm/company, name of the individual to be contacted, phone number, email and postal address) as part of their Proposal.

APPENDIX A: LETTER OF RESPONSE FORMAT

(Letterhead paper including full postal address, telephone number and email contact)

Date:

Chief Executive Officer
Darussalam Enterprise
Design & Technology Building
Simpang 32 – 37
Anggerek Desa Technology Park
Kampong Anggerek Desa
Bandar Seri Begawan BB3713
Brunei Darussalam

Dear Sir,

RFP 21 07 00

PROVISION OF CONSULTANCY AND TRAINING SERVICES FOR STANDARDS CONSULTANCY PROGRAMME

We, the undersigned, have been authorised to represent and act on behalf of _____ (please insert the name of the Proposer) (hereinafter referred to as “the Proposer”). We have read, examined and understood the requirements of the Request for Proposal (RFP) to ‘Provision of Consultancy and Training Services for Standards Consultancy Programme’ for Darussalam Enterprise (DARe), (hereinafter referred to as “Project”). We hereby submit our Proposal.

Contact Person

(DARe may contact the following person(s) on behalf of the Proposer for further information)

Name:

Designation:

Business/Company:

Address:

Phone No:

E-mail address:

DARe’s Rights with regard to RFP Process

This Proposal is made in the full understanding and representation that:

- (a) DARe reserves the right to reject or accept any Proposal and to annul the Proposer selection process in relation to of this RFP (Proposer Selection Process);
- (b) DARe will not be liable for any actions nor be under any obligation to inform the Proposer of the reasons for such actions stipulated in (a) above;
- (c) We, the Proposer, accept and will bear all costs incurred in preparing and submitting this Proposal; and
- (d) We hereby expressly and irrevocably waive any and all claims in respect of, arising out of, and/or in relation to the Proposer Selection Process and the RFP including any claims of negligence.

Complete Proposal

The information submitted in our Proposal is complete, strictly as per the requirements stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.

Validity

This Proposal shall remain valid for a period of two (2) years from the date of this letter.

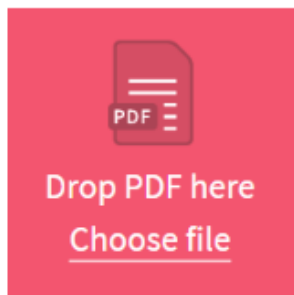
Signed:	Signed:
Name:	Name:
Designation:	Designation:
For and on behalf of:	For and on behalf of:
(Business Firm/Company Stamp)	(Business Firm/Company Stamp)

APPENDIX B: STEP-BY-STEP GUIDE ON HOW TO PROTECT PDF FILES

How to password protect a PDF file online for free using SmallPDF

1. Go to <https://smallpdf.com/protect-pdf>.

2. Click on **Choose file**.

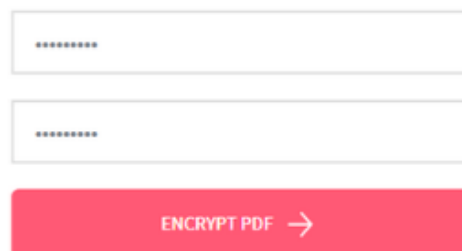


3. Go to the location on your computer where the PDF file is stored you want to protect with a password.

4. Select the PDF file and click on **Open**.

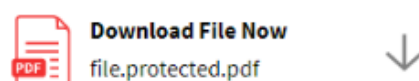
5. Type your password twice.

6. Click on the **ENCRYPT PDF** button.

Two white rectangular input fields for passwords, each containing a series of dots. Below them is a red button with the text "ENCRYPT PDF" and a right-pointing arrow.

SmallPDF will now upload your PDF file and encrypt it with your password.

7. Click on **Download File Now**.



It will start downloading your password protected PDF file.

Your PDF file is now protected with a password (encrypted).